



**Department of
Veterans Affairs**

**Office of Human Resources and Administration
Worklife and Benefits Service (058)**

Fact Sheet - Department of Veterans Affairs Alternative Work Schedules

This Fact Sheet provides information on the Department's Compressed Work Schedule (CWS) and Flexible Work Schedule (FWS), jointly referred to as Alternative Work Schedules (AWS).

VA's AWS policy provides for CWS and three types of FWS: (1) flexitour schedule, (2) modified flexitour schedule, and (3) gliding flexitour schedule. These schedules allow employees to have tours of duty other than the traditional eight-hours a day, 40-hours a week with fixed starting and quitting times.

Employees on AWS perform 80 hours of work in less than 10 work days within one biweekly pay period. This permits an employee to have at least one additional day off during each pay period. AWS provides employees the opportunity to better balance work and family responsibilities, e.g., school activities, doctor's appointments, and volunteer activities. The use of AWS also serves as a management tool in recruitment and retention of employees and helps place VA in a better position to compete for highly skilled talent. In addition, AWS has no impact on overtime pay until such time an employee is required to work outside of, and in addition to, his or her tour of duty. Alternative Work Schedules are typical flexible work options that are offered to employees in the private sector as well as within other Federal agencies to meet both organizational and employee needs.

Compressed Work Schedules enable full-time employees to complete the basic 80-hour biweekly tour of duty in less than 10 work days. Compressed work schedules are always fixed schedules (See Example 1).

Example 1 – Compressed Biweekly Work Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	CWS Off Day	9 hour workdays 8:00 am to 5:30 pm	9 hour workdays 8:00 am to 5:30 pm	9 hour workdays 8:00 am to 5:30 pm	9 hour workdays 8:00 am to 5:30 pm
Week 2	Monday 9 hour workdays 8:00 am to 5:30 pm	Tuesday 9 hour workdays 8:00 am to 5:30 pm	Wednesday 9 hour workdays 8:00 am to 5:30 pm	Thursday 9 hour workdays 8:00 am to 5:30 pm	Friday 8 hour workdays 8:00 am to 4:30 pm

Flexible work schedules enable full-time employees on an 80-hour biweekly work week to select, with supervisory approval, his or her schedule. The FWS consists of work days with core hours or a core time band and flexible hours or a flexible time band. **Core time band** is the time period during the work day when all employees must be on duty. **Flexible time band** is the arrival and departure times during an employee's work day.

Flexitour enables full-time employees to select starting and departure times, however, once selected, the hours are fixed until a different time is granted.

Gliding Flexitour enables full-time employees with a tour of duty of eight hours a day and 40 hours a week to select a different arrival and departure time each day. Under this schedule employees' arrival and departure times must fall within the flexible time band established by the supervisor.

Modified Flexitour enables employees to select starting and quitting times within the flexible time band. With supervisory approval, employees are given flexibility up to 15 minutes on either side of the arrival and departure times. The actual time of arrival becomes the employee's starting time as well as determines the employee's departure time (See Example 2).

Example 2 – Modified Flexitour

Employee's scheduled tour of duty	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 am to 4:00 pm	Arrival – 7:15 am	Arrival – 7:20 am	Arrival – 7:35 am	Arrival – 7:25 am	Arrival – 7:30 am
<i>Employee may arrive anytime between 7:15 am and 7:45 am</i>	Departure- 3:45 pm	Departure- 3:50 pm	Departure- 4:05 pm	Departure- 3:55 pm	Departure- 4:00 pm

Alternative Work Schedules support the President's directives outlined in memoranda issued July 11, 1994, and June 21, 1996, referencing, "Expanding Family-Friendly Work Arrangements in the Executive Branch," and "Implementing Federal Family Friendly Work Arrangements," respectively. These documents directed Agency Heads to establish a program to encourage and support the expansion of flexible family-friendly work arrangements and to develop a plan of action to provide employees flexible hours that enable them to schedule their work and meet the needs of their families.

Administration Heads, Assistant Secretaries, Other Key Officials, and the Deputy Assistant Secretaries are responsible for approving, disapproving, or discontinuing FWS and CWS for VA Central Office employees. Facility Directors are responsible for approving or discontinuing these work schedules under their jurisdiction.

Organizationally, management has the discretion to offer AWS with the understanding that these schedules are subject to termination if they have an adverse impact on VA operations. VA also must meet its labor relations obligations for employees covered by negotiated agreements.

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